

**CareerSource Pinellas
Compensation Meeting Minutes**

Date: April 4, 2024, at 11:00 am

Location: Zoom

Call to Order

Chair Jack Geller called the meeting to order at 11:05 am.

Board Members in Attendance

Jack Geller, Barclay Harless, Esther Matthews

Board Members Not in Attendance

Candida Duff, Scott Thomas, Bart Diebold

Staff in Attendance

Steven Meier, Jay Burkey, Leah Geis, Jason Druding

Public Comments

There were no public comments.

ACTION ITEM 1 – Approval of the Minutes – Compensation Committee Meeting

The minutes of the October 5, 2023, Compensation Committee meeting were presented for approval.

RECOMMENDATION

Approval of the draft minutes, to include any amendments necessary.

Discussion: None

Motion:	Barclay Harless
Second:	Jack Geller

The minutes were approved as presented. This motion carried unanimously.

ACTION ITEM 2 – Compensation Review and Annual Increase

The Board of Directors approved Compensation Resources to conduct a compensation review for CareerSource Pinellas at its May 26, 2022, Board of Directors Meeting. The compensation review was conducted, and a final report was presented to the Board of Directors on November 16, 2022. The report recommended that pay ranges for all existing job classifications be increased by 4.7% to ensure that CareerSource Pinellas offered competitive salaries and wages compared to the marketplace. The Board accepted and approved the report. Pay ranges were increased by 4.7% and salaries of all staff were evaluated, and increases, if approved, became effective January 1, 2023.

Subsequently, Compensation Resources communicated with us via email in the fourth quarter of 2023, that merit increases for 2024 for the Tampa Bay region should be 3.7% to reflect cost-of-living increases for the region. CareerSource Pinellas normally provides merit increases to staff annually on July 1. With the pending merger of CareerSource Pinellas with CareerSource Tampa Bay on or about July 1, any salary increases should occur before July 1 to ensure that staff receive their annual increase. Thus, we are requesting that salaries of the CareerSource staff be increased by 3.7% effective June 1, 2024.

RECOMMENDATION

Approval of 3.7% salary increases for CareerSource Pinellas staff effective June 1, 2024.

Discussion: None

Motion:	Barclay Harless
Second:	Esther Matthews

The Compensation committee made a motion for approval of 3.7% salary increases for CareerSource Pinellas staff effective June 1, 2024. The motion carried unanimously.

INFORMATION ITEM 1 – Organizational Chart

Organizational chart included in meeting packet.

INFORMATION ITEM 2 – Staffing Report

Since the beginning of the current Program Year the organization has been reduced by one coordinator, two Business Services specialists, one CFO, one Career Specialist, and four Career Counselors.

Since the beginning of the current Program Year, the organization has welcomed the following employees to the CareerSource Pinellas team:

- Michelt Ortega, **Technician**

Other Administrative Matters – None

Open Discussion – None

Adjournment – Chair Jack Geller was having technical issues, so Barclay Harless adjourned the meeting at 11:24 am.